



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON-SELFRIDGE
44370 Jefferson Avenue
SELFRIDGE ANGB, MI 48045-4941

REPLY TO
ATTENTION OF:

ANNOUNCEMENT NUMBER 17-04

FLEXIBLE

DUTY SCHEDULE: IRREGULAR

OPENS: 01 JANUARY 2004
CLOSES: OPEN CONTINUOUS

TITLE: CASHIER/CHECKER, NF-2091-01

AGENCY: U. S. Army Garrison-Michigan (TACOM)

LOCATION: POST RESTAURANT FUND
Warren, MI 48397-5000

SALARY: \$7.00 per hour

DUTIES: Receives cash or credit cards in payment for merchandise, registration or services such as equipment checkout and gives change as required. Maintains record of sales. At the end of shift, turns in sales records, money, customer checks or charge slip and accounts for all moneys and transactions. Provides information concerning availability of goods sold, prices, and condition of merchandise. Keeps records of customer traffic during the day, and identifies slow or fast moving items and trends in customer comments or complaints. May prepare requisitions for items sold; insures that proper stock levels are maintained; secures stock at close of business. Cleans counter or serving area. Assists with conducting inventories.

CONDITION OF EMPLOYMENT: Participation in Electronic Fund Transfer (EFT) is mandatory. (Environmental requirements, licenses, background checks, etc.)

WHO MAY APPLY: Any qualified person who meets the qualification requirements below.

QUALIFICATION REQUIREMENTS: Ability to add, subtract, multiply and divide at level necessary to complete required reports.

HOW TO APPLY:

1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433). The announcement number **17-04** must be written in block number (3) of the DA 3433. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach **DD Form 214** to the application. Military Spouses who are eligible for **Spouse Employment Preference** must attach a copy of their sponsor's PCS Orders.

3. Attach copies of all college transcripts to the application.

4. Attach all forms together and mail or deliver to the following address:

US Army Garrison-Michigan (Selfridge)
Non-Appropriated Fund Personnel Unit
PECP-NCR-G/NAF, Bldg 970, Room 107
44370 N. Jefferson
Selfridge ANG Base, MI 48045
Phone Number (586) 307-5691/5701
Fax Number (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES ARE
EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE
MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF SPONSOR'S PCS
ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED A
DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE
EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED AND
PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO
APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR
ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING
CIVILIAN PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATION ARE
MADE ON A CASE BY CASE BASIS.